

B AFIP Enrollment Process - AFIP Temporary CIN Procedures

Each local office is responsible for establishing the procedures for initiating the fingerprint imaging enrollment process.

Mandatory AFIP participants are fingerprint imaged at the [AFIP local office workstation](#), or through the use of an [AFIP portable unit](#). The AFIP operator keys the following participant information in the AFIP workstation or portable unit:

- AZTECS [Client Identifying Number](#)(g) (CIN)

NOTE For new itinerant participants without an AZTECS CIN, see [AFIP Temporary CIN Procedures](#).

- Social Security Number (SSN)
- AZTECS Case Number
- Date of Birth (DOB)
- Program Type
- Sex
- Race

Image only the participant's left and right index fingerprint images. Key the status of the left and right index fingers. The status is any of the following:

- Present
- Permanently unavailable
- Temporarily unavailable

Take a photograph of the participant.

Key any necessary comments in the COMMENT field.

Once this is completed, AFIP indicates the following:

- FINGER-PRINT IMAGING RECORD IS GENERATED.

At this point, the fingerprint image is spooled. (See [Enrollment Download](#))